



## TAHOE REGIONAL PLANNING AGENCY

**JOB DESCRIPTION:** Long Range Planning Expert  
**FLSA STATUS:** Non-Exempt  
**REPORTS TO:** Principal Planner, Long Range and Transportation Planning  
**DIRECT REPORTS:** None  
**APPLICATION DATES:** Open Until Filled

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### THE TAHOE REGIONAL PLANNING AGENCY

The Tahoe Regional Planning Agency (TRPA) is a high-performance team committed to protecting the natural environment of Lake Tahoe while improving the quality of life for all who live and visit here. We are leaders in collaborative partnership building, encouraging sustainable redevelopment, and adopting innovative land use policies. Living in Lake Tahoe brings endless recreational opportunities, breathtaking scenery, and the mountain lifestyle that many dream about.

### POSITION SUMMARY

The Tahoe Regional Planning Agency (TRPA) is recruiting an experienced planning professional to play a key role in long range planning. The ideal candidate will have experience preparing and amending comprehensive (a.k.a., general) and area plans for cities and/or counties, preparing and amending development regulations, and reviewing projects for permitting (a.k.a., current planning), as well as an education that demonstrates a thorough and broad understanding of related aspects of planning at the city, county, and regional level.

### EDUCATION AND EXPERIENCE

- Minimum qualifications: Bachelor's degree in urban, community, or regional planning; natural resource management; public administration, environmental or public policy, or a closely related field, PLUS four or more years of related professional experience. A Masters degree in the above disciplines can substitute for two years of experience.
- Highly Desirable:
  - Degree from a planning program accredited by the Planning Accreditation Board.
  - Experience with environmental review processes (NEPA/CEQA) and policy analysis.
  - Experience facilitating stakeholder working groups.
  - Experience preparing and completing conformance reviews on general plans, master plans, area plans, or related land use planning documents.

### TRPA CORE COMPETENCIES

- Self Development
- Critical Thinking and Continuous Improvement

- Fosters Collaborative Relationships and Teamwork
- Initiative and Results Focus
- Communication

### AGENCY BENEFITS

The TRPA has a generous benefit package and includes the following:

- 27 days of Paid Time Off (PTO) per year for personal time off
  - 12 days of paid holidays annually
  - Retirement Program, the Agency has three Retirement Plans:
    - Money Purchase Plan. In lieu of Social Security, the Agency contributes a dollar amount equal to 8% of the employee's annual salary toward retirement. This plan has immediate participation and 100% vesting.
    - Supplemental Plan. The Agency contributes approximately 5.54% of the employee's annual salary toward retirement.
    - 457(b) Deferred Compensation Retirement Plan (Voluntary). Employees can contribute up to the maximum allowed by the IRS.
  - Group Health Insurance. The Agency contributes 100% of employee only coverage (and subsidized dependent coverage) for our Medical (PPO, HSA), Dental, and Vision Care Plans
  - Employer Paid Life Insurance and Short-Term Disability Insurance
  - Long-Term Disability Insurance (Voluntary)
  - Medical and Dependent Care Flexible Spending Accounts (Voluntary)
  - Flexible work schedules
  - Ability to work remotely
  - Transit / commuter passes
  - Dog friendly office - bring your dog to work!
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### APPLICATION DATES AND PROCESS

*Position Posted on Friday, June 18, 2021*

Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our *Career Center*. To access the Career Center, click on the link under **Apply Today** on the employment page. Within the *Career Center* site, select the "**Apply Now**" link and submit a completed employment application along with a cover letter describing your interest in the position, and a resume of your qualifications.

### RECRUITMENT COMMUNICATION

Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position; this contact will be via email or telephone.